

OEHSA ex 4 QAing, Exporting, Copying

[1] When an OEHSA is completed, it must go through the QA Process. The first step is to ensure all fields are addressed. This is sometimes a lengthy process, however the OEHSA Completion Date should reflect the time the OEHSA was conducted on site, and not when it was entered into DOEHRs (a). When confident the OEHSA is complete, use the Status drop down to mark it Ready for QA (b). Note: Non QA users will not see the Approved by QA choice. Once the status has been changed, use a Save a Continue to verify the action (c).

OEHSA Survey

Location: Base Camp LION
Survey ID: 31854

Save Save And Continue Working Cancel

General Survey Information

Survey Start Date/Time* 2013/01/11 0800 (1500) Status In Progress

Survey Completion Date/Time 2013/01/12 1200 (1500)

Surveyor Selection Last Name, First name: First.Last@us.army.mil

Surveyor's Name Last Name, First name

Surveyor's Phone Number 555-5555

Surveyor's Email first.last@us.army.mil

Surveyor's Unit Unit

1. Administrative Data

However, if a field has been missed, DOEHRs will catch it.

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Surveyor's Unit Unit

1. Administrative Data

2. Survey Background

3. Site Description

4. Site Infrastructure

5. Hazardous Materials

6. Wildlife Management

[2] Once the fields have been addressed and the OEHSA marked Ready for QA, it can be QA Approved. When any survey advances its status, it cannot go backwards.

Save Save And Continue Working Cancel

General Survey Information

Survey Start Date/Time* 2013/01/11 0800 (1500) Status Approved by QA

Survey Completion Date/Time 2013/01/12 1200 (1500)

Surveyor Selection Last Name, First name: First.Last@us.army.mil

Surveyor's Name Last Name, First name

Surveyor's Phone Number 555-5555

Surveyor's Email first.last@us.army.mil

Surveyor's Unit Unit

Once marked Approved by QA, use a Save [and exit] (a). The Survey will automatically be marked Closed on the preceding page.

Select	Survey ID	Location	Survey Type	Start Date	Close Date	Responsible PO Person	Survey Report	Status
	31825	Base Camp NAJIL	OEHSA Survey (EH)	2012/12/26	2013/01/04		Import	Approved by QA

Marking an OEHSA Approved by QA usually happens some time after the actual Survey Completion Date. This is normal and acceptable. However, QAing the completed OEHSA should be within 30 days.

[3] To export an OEHSA, use the Other Actions from within the survey. This is a simple way to share the OEHSA with personnel outside the Preventive Medicine Community. It will export all text entered on the form.

Indicates Required Field

Location: Base Camp LION
Survey ID: 31854

Save Save And Continue Working Cancel

General Survey Information

Survey Start Date/Time* 2013/01/11 (yyyy/mm/dd) 0800 (1500) Status In Progress

Survey Completion Date/Time

Surveyor Selection

Surveyor's Name

Surveyor's Phone

1. Administrative

Parent Location

Location Aliases

Geographic location information is required for this survey. If the information is classified, enter "Geographic Location Classified" in the Notes field.

There are currently no associated coordinates; you may create coordinates by clicking on the plus image on the right

Notes N/A

Units and Detachments/Teams/Elements Present

Note: if the information is classified, enter "Classified" in the field.

Other Actions -OEHSA Survey-

- Export Survey Report as .pdf
- Export Survey Report as .rtf
- Display OEHSA MS Word Template
- Display OEHSA PDF Template
- Copy OEHSA Survey

Surveyor's Email first.last@us.army.mil

Surveyor's Unit

This is the recommend method for updating annual OEHSAs. By exporting, a user can confirm/verify site conditions based on the previous OEHSA and update accordingly rather than writing the OESHA from nothing.

It's also an easy way to convert an Unclassified OEHSA to the Classified version. An .rtf file can be edited in MS Word.

[4] When doing the annual update to an OEHSA, or updating it because there are distinctly different site conditions present, the Copy OEHSA Survey (a) can be a tremendous time saver.

Copy OEHSA Survey - Select Sections to Copy

Please select the sections to copy to the new survey.

Select All De-Select All Continue Cancel

Other Actions -Master Schedule-

Select	OEHSA Section Name
<input checked="" type="checkbox"/>	Administrative Data
<input checked="" type="checkbox"/>	Survey Background
<input checked="" type="checkbox"/>	Site Description
<input checked="" type="checkbox"/>	Site Infrastructure
<input checked="" type="checkbox"/>	Hazardous Materials
<input checked="" type="checkbox"/>	Waste Management
<input checked="" type="checkbox"/>	Entomology
<input checked="" type="checkbox"/>	Physical Hazards
<input checked="" type="checkbox"/>	Air Quality
<input checked="" type="checkbox"/>	Water
<input checked="" type="checkbox"/>	General Sanitation
<input checked="" type="checkbox"/>	Food Sanitation
<input type="checkbox"/>	Personnel Contacted
<input checked="" type="checkbox"/>	Other Environmental Health Concerns
<input type="checkbox"/>	Consolidated Conceptual Site Model
<input type="checkbox"/>	On-Site Screening Results
<input type="checkbox"/>	Direct Reading Instrumentation and Associated Calibrations
<input type="checkbox"/>	Executive Summary Findings
<input type="checkbox"/>	Executive Summary Recommendations
<input type="checkbox"/>	Reviewed and Communicated to Command
<input type="checkbox"/>	Consolidated Attachments/Surveys/Samples

NOTE: Conceptual site models, attachments, samples, and surveys within the selected sections will be copied to the new survey.

Select All De-Select All Continue Cancel

-Some areas of the OEHSA would be *not* be expected to be carried over, while others would be based on site observations.
-When using the Copy function, be sure to remove/update any attachments, samples, etc

After hitting Continue (b), DOEHRS will ask a user to schedule the next OEHSA. Since the OEHSA is assumed to be complete, this is not needed. Use the Save and Begin Survey (c) (ignore all other fields) and open the new OEHSA (it will get a new ID) to begin adding updates.

Master Schedule - Detail - OEHSA Survey (EH)

* Indicates Required Field

Other Actions: --Master Schedule--

Save Save and Begin Survey Cancel

Schedule Information

Location*	Base Camp NAJIL		
Task Frequency*	One Time	Skill Level	
Projected Start Date*	2013/02/14 (yyyy/mm/dd)	Actual Start Date	(yyyy/mm/dd)
Previous Close Date		Close Date	
Projected Due Date	(yyyy/mm/dd)	External Due Date	(yyyy/mm/dd)
Required by Federal Standard		Reason Task not Completed	
Comments			
		Status	

Regulation Information

Personnel Assignments

Task Resource and Cost Information

Program Close Information

Save Save and Begin Survey Cancel

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